

ADMISSION POLICY AND PROCEDURES

1. **Introduction:**
Fletewood School is an independent church day school in Plymouth for boys and girls aged 3 – 11.
2. **Responsibility:**
The headteacher is responsible for admissions and the operation of this policy.
3. **The aims of this policy are:**
 - I. To ensure compliance with the Church's purpose regarding its schools
 - II. To record the procedures that are consistent with that purpose and are fair to applicants
 - III. To identify the personal qualities and potential of applicants and to offer places to those who will benefit from the many opportunities that are offered here.

4. **Entry Points:**
The usual entry points are at Nursery (age 3) and Reception (age 4/5), although pupils may be accepted at other points if places are available.

For the purposes of entry, applicants' ages are calculated according to UK custom.

5. **Admission Process:**
 - Parents enquire about the school.
 - A prospectus and application form are sent to the parents.
 - The Parents either write or telephone to arrange an appointment to visit the school.
 - Children accompany their parents for the visit.
 - This takes the form of an informal interview. Parents have the opportunity to ask questions and to find out more about the school in the guided tour.
 - The school does not require a registration fee and children are not expected to take any entrance tests.
 - A place will be offered on application provided there is a place in the class.
 - The school requests records from the previous school, if a child is transferring.
 - Children will be allowed to join on the day that parents specify.
 - If a space is unavailable in the desired year group, the applicant will be placed on the waiting list on a first come, first served basis, only to be over-ruled if the child already currently has a sibling in the school.

Factors that will not be taken into account in the assessment of a pupil for admission are:

The applicant's skin colour, race, nationality or ethnic or national origin, religious faith or socio-economic group.